

# Module 7

## Chapter 3

### Subchapter 1

## Mass Update of Completed Training Spreadsheet

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### TERMINOLOGY

**ASCII File** - (American National Standard Code for Information Interchange) a format in which to input and save data.

**Comma delimited file** - an efficient format to store documents for transferring to DCPDS; each data field is “delimited” by a comma to mark its beginning and end, the file extension name is csv.

**File name extensions** - a system to name and identify files, e.g., doc, txt, .csv, etc.

**CSV** - (comma separated values) – file format to save training files to upload into DCPDS.

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### INSTRUCTIONS

#### **Creating the ASCII File for upload:**

The record layout for the upload file is provided below. It is critical to the process that this format is strictly adhered to. An Excel spreadsheet template is recommended:

| <b>MAXIMUM<br/>Field<br/>Length</b> | <b>Value</b>          | <b>Type</b> | <b>Remarks</b>          | <b>Required</b> |
|-------------------------------------|-----------------------|-------------|-------------------------|-----------------|
| 30                                  | Employee Name         | VARCHAR2    |                         |                 |
| 9                                   | SSAN                  | VARCHAR2    | No hyphens              | X               |
| 60                                  | Course Title          | VARCHAR2    |                         | X               |
| 4                                   | Total Course Hours    | Number      |                         | X               |
| 11                                  | Class Start Date      | VARCHAR2    | Format: DD-MMM-YYYY     | X               |
| 11                                  | Class Graduation Date | VARCHAR2    | Format: DD-MMM-YYYY     | X               |
| 1                                   | Course Grade          | VARCHAR2    |                         |                 |
| 11                                  | Date Withdrawn        | VARCHAR2    | Format: DD-MMM-YYYY     |                 |
| 3                                   | Reason for Withdrawal | VARCHAR2    |                         |                 |
| 6                                   | Actual Direct Cost    | Number      |                         |                 |
| 6                                   | Actual Indirect Cost  | Number      |                         |                 |
| 6                                   | Actual Total Cost     | Number      |                         | X               |
| 1                                   | Funded by Direct      | VARCHAR2    |                         |                 |
| 1                                   | Funded by Indirect    | VARCHAR2    |                         |                 |
| 1                                   | Funding Source        | VARCHAR2    |                         |                 |
| 1                                   | Direct PEC ID         | VARCHAR2    |                         |                 |
| 1                                   | Indirect PEC ID       | VARCHAR2    |                         |                 |
| 1                                   | Training Source       | VARCHAR2    |                         | X               |
| 5                                   | Type                  | VARCHAR2    | Combined Table AR/AF/NV |                 |

continued

## Mass Update of Completed Training Spreadsheet, Continued

| MAXIMUM<br>Field<br>Length | Value                     | Type     | Remarks         | Required |
|----------------------------|---------------------------|----------|-----------------|----------|
| 1                          | Method                    | VARCHAR2 |                 | X        |
| 1                          | Priority Indicator        | VARCHAR2 |                 | X        |
| 10                         | Course Code               | VARCHAR2 |                 |          |
| 1                          | Decision Source           | VARCHAR2 |                 | X        |
| 1                          | PCS Cost Indicator        | VARCHAR2 |                 |          |
| 1                          | Local Code                | VARCHAR2 |                 |          |
| 3                          | Activity Type             | VARCHAR2 |                 | X        |
| 2                          | Acquisition School Source | VARCHAR2 |                 |          |
| 1                          | Purpose                   | VARCHAR2 |                 | X        |
| 60                         | Input Source              | VARCHAR2 | Free text field |          |

### SAVING THE FILE:

Delete the header names then save the file as .csv (Comma delimited).

Sample format for input file:

```
Doe John,0000000000,EXECUTIVE CONTRACTING,32,10-FEB-2002,14-FEB-2002,S,,,,,,,,,
H,,,D,BB3,7,1,,,,,,,,,ATTRS DSN 222-4435,
```

### EDITS AND BUSINESS RULES:

- Ensure the data in fields that are supported by an LOV have either null data or data that matches the LOV.
- Ensure date fields are configured properly DD-MMM-YYYY.